



Nurse Manager

AMBULATORY CARE SERVICES

Pediatric Clinics

POSITION: LAC+USC Medical Center's Ambulatory Care Services have a position available for a Nurse Manager for our Pediatric Clinics. We are seeking highly motivated candidates who are interested in working in the ambulatory care setting.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Develops, interprets and directs the implementation of nursing philosophy and objectives, departmental policies and procedures, and applies recognized standards of nursing care and practice.
- Plans, selects, and devises nursing operations, work methods, procedures, work flow and standards for quality and quantity of work, including staffing standards.
- Assigns, directs and reviews the work of subordinate supervisors and/or other nursing personnel.
- Prepares formal answers to, and recommends the adjustment of, grievances and disciplinary matters.
- Determines personnel, material, equipment, and facilities needed to accomplish program goals.
- Prepares budget for assigned area or program and is responsible for adherence to approved budget.
- Coordinates nursing activities with those of other services or disciplines.
- Monitors and evaluates operations for compliance with licensure, accreditation and regulatory standards.
- Assesses plans, directs, and evaluates educational and clinical professional development programs for assigned area or program.

DESIRABLE QUALIFICATIONS:

- One year recent experience working in an inpatient or outpatient medicine/medical-surgical area working with the pediatric patient population
- Excellent written and verbal communication skills
- Two year's recent nursing experience as a Supervising Staff Nurse I or Supervising Staff Nurse II
- Excellent organizational skills
- Self-Directed and able to work independently

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of Nurse Manager to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered for a promotion or as a new-hire. Candidates need to submit a letter of intent along with a current resume, brief cover letter indicating the area of interest, last two years of time records and last two years performance evaluations to:

Nurse Recruitment and Retention Center
Inpatient Tower – Room C2C112
1200 North State Street, LA, CA 90033
Phone: (323) 409-4664
Fax: (323) 441-8039

Resumes will be reviewed and the highest qualified candidates will be contacted for interviews. Resumes will be accepted until the needs of the department are met.